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C-O-P-Y

DD/S 63-4792
ER 63-8372

6 NOV 1963

MEMORANDUM FOR: Executive Director

SUBJECT : Printing Support

1. A recommendation for your approval is contained in paragraph 5 of this memorandum.

25X1 2. On the 13th of June, 1963, the DD/S submitted a request for an increase of [] positions in the authorized strength of the Printing Services Division and [] in order to prevent unacceptable increases in the backlogs of printing work-orders submitted to the printing plants. This proposal was thoroughly reviewed by the Office of the Comptroller and on the 25th of October, the Comptroller recommended to the Financial Policy and Budget Committee that: (a) an ad hoc committee, consisting of senior representatives from each Directorate, be formed to review printing burdens levied upon the Agency's printing facilities and to recommend action to reduce the printing workload levied upon these facilities in order to eliminate the need for increases in personnel ceiling allocations, and (b) the request of the DD/S for an additional [] positions for the Printing Services Division be deferred pending the development of appropriate recommendations by such a committee.

25X1 3. The Financial Policy and Budget Committee accepted the recommendations of the Comptroller and the Deputy Directors have nominated the following individuals to serve on the Committee:

25X1 DD/I Member and Chariman -
DD/P Member -
(alternate -
DD/S Member -
DD/S&T Member -
O/Compt Member -

25X1

4. Agency Regulation, [], provides for the existence of a permanent Agency Publications Board with delineated responsibilities. These include neither the review of the printing workload levied upon the Printing Services Division for the purpose of eliminating low-priority or unnecessary items nor the development of a system

25 YEAR RE-REVIEW

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under which the Printing Services Division could defer low-priority jobs without recourse to extensive overtime or increases in personnel strength. It appears logical that these additional responsibilities could, in the future, be assigned to the Agency Publications Board on a continuing basis, provided the membership of this Board were expanded to include a representative of the DD/S&T and a representative of the Office of the Comptroller.

5. It is recommended that you approve the establishment of an ad hoc Agency Committee for the Review of Printing Requirements to examine printing burdens levied upon the Agency's printing facilities and to recommend action to reduce the printing workload in order to eliminate the need for increases in personnel ceiling allocations. Approval of the Committee membership, designated in paragraph 3 above, is also recommended.

/s/


Acting Comptroller

25X1

The recommendation contained in paragraph 5 is approved.

/s/ Lyman B. Kirkpatrick
Executive Director

9 Nov 1963
Date

COMP/BD/JMC/PHH/kfh (4 Nov 63)

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